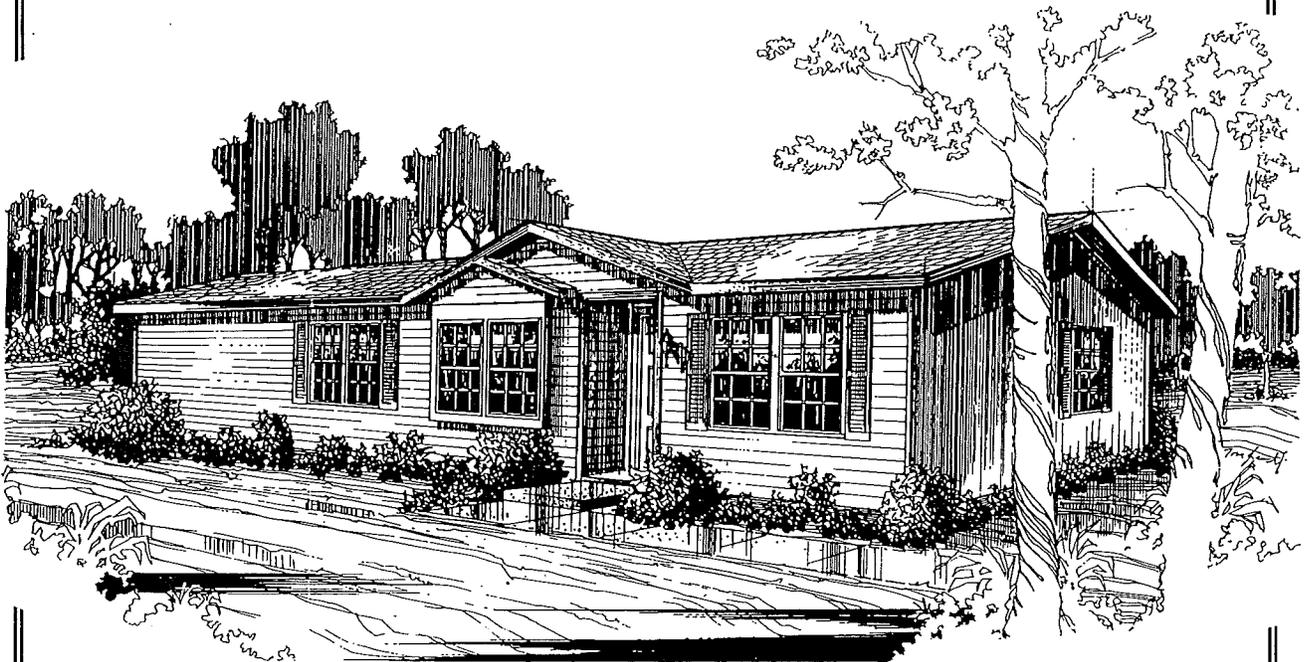


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FUQUA HOMES



HOMEOWNERS MANUAL

IMPORTANT PURCHASER INFORMATION

Keep this booklet with your manufactured home. Title VI of the Housing and Community Development Act of 1974 provides you with protection against certain construction and safety hazards in your manufactured home. To help assure your protection, the manufacturer of your home needs the information which these cards, when completed and mailed, will supply. If you bought your home from a dealer, please be sure that your dealer has completed and mailed a card for you. If you acquired your home from someone who is not a dealer, you should promptly fill out and send a card to the manufacturer. It is important that you keep this booklet and give it to any person who buys the manufactured home from you.

NOTE: Consumer Information Cards are located in the back cover of this manual. Cut off and send in as required.



FUQUA HOMES, INC.
NATIONAL OFFICES / 7100 SO. COOPER
ARLINGTON, TX 76001 / (817) 465-3211

Dear Home Owner,

Welcome to the growing family of owners of homes built by Fuqua Homes, Inc.

This manual has been prepared to help you more fully enjoy the comforts and safety features of your Fuqua home. The topics discussed in this manual include:

- Fuqua Homes' Limited Warranty
- Procedures for you to follow if you require factory service
- Recommendations for setting up your home
- Some important information on the safety features of your home
- Instructions for maintaining your home's mechanical and electrical systems in good working order
- Instructions for maintaining your home's structure and its interior and exterior surfaces
- Suggestions on handling and controlling condensation and ventilation
- Procedures for you to follow when moving your home to a new location
- Maintenance check list and Owner's Maintenance record for your use

Perhaps most important of all, this manual carefully outlines the specific responsibilities that you, your dealer, the appliance manufacturer, and we, as the manufacturer, must fulfill, both before and after you move into your home. Please read the entire manual carefully. By doing so, you can avoid possible problems, and increase your enjoyment of living in your new Fuqua home.

Sincerely,

FUQUA HOMES, INC.

Phillip R. Daniels
President

P.S. Let me call attention to the Owners Registration Card on the back cover. Please complete and mail it to us immediately if your dealer has not already done so. No postage is required.

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Fuqua Homes Limited Warranty

Below is a general description of the limited warranty on your home. Please refer to the warranty included in the Consumer Information Package for specific coverage.

The Fuqua Homes Limited Warranty shall extend for one year from the date of delivery to the original consumer that purchases this home new. This warranty does not apply to homes that are used for commercial purposes.

It is important that you or your dealer send the Owner Registration Card to Fuqua Homes at the time you purchase your home. Without your Owner Registration Card, Fuqua may be unable to advise you should a recall be required. Additionally, if you sell your home, it is equally as important to have the new owner advise Fuqua Homes of their address by using the extra Owner Registration Cards provided on the back cover of this Manual.

Warranty Coverage

1. Your Fuqua home has been built in compliance with the National Manufactured Home Construction and Safety Standards Act and is warranted by Fuqua Homes, Inc. to be free from substantial defect in material and workmanship.

2. The set-up and tie-down operations prescribed by the Fuqua Homes Set-Up Manual for this home must be adhered to in order for your home to function properly.

If the initial set-up and tie-down are provided by the consumer or dealer and are not performed by Fuqua Homes, then any damage resulting from this set-up will not be covered under Fuqua's Limited Warranty.

3. Some components of your Fuqua Home are warranted by their own manufacturers and, therefore, are not covered by this Limited Warranty. These items include stoves, refrigerators, furnaces, water heaters, smoke detectors, and other appliance type items. Warranties on these specific items will be supplied to you by your selling dealer. Service on these items should be sought as instructed by each manufacturer.

What is not covered by the Fuqua Homes Limited Warranty

1. Any home which has been subjected to misuse, neglect, accident, or unauthorized repairs will be ineligible for service under this warranty.

2. Any defect or nonconformity caused by the unauthorized or unreasonable use of the home after the date of the sale, including but not limited to damage caused by improper leveling, releveling, or transportation of the home from dealer set-up to the consumer's site, or set-up, or any defect in goods not supplied by the manufacturer is excluded from the Fuqua Homes Limited Warranty.

3. Any home that is moved from its original site is excluded from the Fuqua Homes Limited Warranty.

4. Any home that is used for income producing or commercial purposes is excluded from the Fuqua Homes Limited Warranty.

5. This warranty generally does not cover light bulbs or any component or equipment not manufactured by Fuqua Homes, Inc., and/or separately warranted by other manufacturers.

You, as the home owner, must assume a certain amount of responsibility for the care and maintenance of your home. By following the suggested maintenance calendar and guidelines set forth in this manual, your Fuqua home should provide you with many years of comfortable and trouble-free living.

It is your responsibility to do everything that you possibly can to minimize the damages that a defect might do to your home, e.g., you should place a container under a pipe leak so floor material will not be damaged.

Warranty Service Procedure

Warranty service can be obtained most efficiently if you will follow the steps outlined below:

1. Contact the dealer from whom the home was purchased.

2. The dealer will need to know the serial and model number of your home and the date of purchase.

3. Describe the exact nature of the defect. Avoid vague and inaccurate descriptions which could lead to improper diagnosis of the problem.

4. Once your dealer has the essential information, he will then determine to whom the responsibility for making the correction belongs.

5. If it is determined that the defect is one which is covered by our factory Limited Warranty, then the Fuqua Service Department will administer having the repairs made. Authorization to make the repairs will be extended to the dealer or our Service Representative will be scheduled to visit your home. No repairs will be reimbursed by Fuqua unless prior authorization is given.

6. Our Service Manager will contact you to advise you of the work that has been authorized, who will perform the work, and approximately when the work will be performed. Only the service authorized on the Service Request/Work Order Form can be performed at that time.
7. In case you cannot contact the dealer from

whom you purchased your home, please contact the factory that built your home and provide the same information that would have been given to the dealer.

Whenever possible, please go through your dealer first to obtain service.

Construction and Safety Standards Act of 1974

Background

The National Manufactured Home Construction and Safety Standards Act of 1974 was enacted to improve the quality and durability of manufactured homes and to reduce the number of injuries and deaths caused by manufactured home accidents. The Federal manufactured home construction and safety standards issued under the Act govern how manufactured homes must be constructed. Your manufactured home was built to these standards. The standards cover both the planning and construction of your home. They were developed so that you would have a safe, durable home. The standards do not cover such aspects of the manufactured home as furniture, carpeting, certain appliances, cosmetic features of the home and additional rooms or sections of the home that you have added.

The Act provides that if for some reason your

manufactured home is found not to meet the standards or to contain safety hazards, the manufacturer of the manufactured home must notify you of that fact. In some cases where there is a safety hazard involved, the Act requires the manufacturer to correct the manufactured home at no cost to you or to replace the home or refund all or a percentage of the purchase price. If you believe you have a problem for which the Act provides a remedy, you should contact the manufacturer, the manufactured housing agency in your state (see the list on page 27 of this manual), or the Department of Housing and Urban Development. Refer to the appendix of this manual for the address of our manufacturing facility nearest you. We recommend that you contact us first, because that is the quickest way to have your complaint considered.

Consumer Rights

The National Mobile Home Construction and Safety Standards Act is administered by the Department of Housing and Urban Development (HUD). Any questions concerning the Act or consumer's rights under the Act, should be directed to H.U.D. In order to contact H.U.D., you should refer to the Department of Housing and Urban Development under listings for the U.S. Government in your phone book.

Your letter or call should be directed to the "Consumer Complaint Officer" in the local H.U.D. or F.H.A. office. The central H.U.D. office may be contacted directly by writing or calling the Dept. of Housing and Urban Development Manufactured Housing and Construction Standards Division, State Consumer Liaison Branch, 451 7th St., Room B-133, Washington, DC 20410-8000 Telephone: (202) 755-7430 or (800) 927-2891.

Home Installation Information



WARNING

The installation of this home including the utility connections and testing of the utility systems should only be performed by qualified experienced personnel. Without the proper knowledge and equipment, severe personal injury or death may result or the home or one or more of its components may not function properly. Improperly made utility connections may result in a hazardous condition.

General

Details regarding the foundation specifications and utility connections for this home may be found in the set-up manual. In order to insure that your home and its various components function properly in the years to come, these instructions must be followed.

Additions to your home such as awnings, carports, porches, utility rooms, etc., will enhance your home. However, if any of the structures are attached to the home, you may impose loads for which the home was not designed. Your home has been designed and approved in accordance with the Manufactured Home Construction and Safety Standard Act, and any additions or changes may overload certain components. Consult your dealer prior to making any changes in order to ensure compliance. If the dealer is unsure, consult the local building code. You should only hire persons who have a reputation for quality work and service and who are experienced with the construction of manufactured housing.

Technical Diagrams

Technical diagrams of your home's heating, plumbing, and electrical systems are available upon request from the Fuqua plant that built your home.

Skirting

Before skirting is installed around the base of your home, the area beneath and around your home must be properly graded and sloped to avoid surface water accumulation. Should moisture be allowed to stand underneath the home for long periods of time the unavoidable result will be deterioration of the decking. It is strongly recommended that a vapor-barrier

be placed on the ground beneath the home. Failure to provide an effective vapor-barrier may cause the flooring warranty to be nullified.

When your skirting is installed, proper ventilation must be provided. Vent openings should be spaced every 25 feet around the home. Each opening should be sized to provide a net area of 36 square inches. The grills or wire mesh covering should be of a corrosion resistant material.

At least one access panel, minimum 18x24 inches should be installed on the skirting to allow adequate space for access to the underside of the home.

Insulation

A variety of insulating materials may have been used in the construction of your home depending on the climatic conditions for which your home was designed, and the optional insulation packages you selected. For specific information on insulation installed in your home refer to the "Consumer Insulation Information Form" which you received when you purchased your home.

Air Conditioner

The heating system of your home has probably been designed and built so that a central air conditioning unit may be added. This can be determined by the data on the compliance certificate. If your home was designed for the addition of an air conditioner and you wish to add one, you should refer the installing contractor to the data plate. The data plate will provide insulation information necessary to calculate the sensible heat gain thus allowing the contractor to determine the correct size air conditioner required for your home. The air supply distribution system installed in the home may limit the size of air conditioning system which may be used. The information necessary to make this determination is also located on the compliance certificate (data plate). It lists the maximum allowable BTU/H rating for the air conditioner.

The operating and installation instructions for the air conditioner will be furnished by the air conditioner manufacturer. For the proper operation of the air conditioner, the return air filter must be changed or cleaned regularly depending on the type of air filter used.

The air conditioner used should be listed by a nationally recognized listing agency and installed in accordance with the manufacturers installation instructions.

Water Supply Line

If your home is located in an area where prolonged periods of freezing temperatures occur, the water supply line to the home must be installed below the frost line. The entire pipe riser above the frost line should be insulated. There are a number of suitable insulating materials available with which to accomplish this. An Underwriter's Laboratory approved electric heating element, generally referred to as a "heat tape," may also be used.

When the heat tape is wrapped around the pipe and plugged into an electrical outlet, and the pipe and heat tape are wrapped with insulation, protection against freezing will be provided to the pipe even in the coldest weather. Electric current consumption is about equal to that of a 25 watt light bulb if the water line is not too long. An alternate method of protection is to provide a thermostatically controlled heat tape which will turn off the electricity when heat is not required to prevent freezing.

Oil Systems

Where oil is used as a fuel for heating, an adequate supply must be readily available. Generally this means the use of an individual oil storage tank located adjacent to the home.

- a. The oil tank that feeds vaporizing type oil furnaces must be installed so the oil flows by gravity. The top of the oil tank can be *no higher* than 8 feet above the appliance oil control and the bottom of the tank can be *no less* than 18 inches above it.

A readily accessible and approved shut-off valve, manually operated, must be installed at the outlet of the oil supply tank.

- b. During summer months when the heater is not in operation, the oil tank should be kept full to prevent condensation and rusting.

Liquified Petroleum or Natural Gas

If your home is equipped for liquified petroleum (LP) gas or natural gas for heating, extreme caution should be used before turning on the gas. All appliance valves **MUST** be closed. If the home has been in transit, fuel lines, connections, and appliance valves should be checked for loose connections and leaks before and after opening the tank valve.



A match or flame should never be used to check for gas leaks. The result may be a fire or devastating explosion.

A safe and frequently used method of checking for gas leaks is to apply a soapy water solution to suspected points and look for tell-tale bubbles. If you are unsure of your ability to detect potential leaks, the firm that installed the main tank will generally perform this service if requested to do so.

Compliance Certificate

The information contained in the Compliance Certificate describes the design specifications by which your home was constructed. Your home must be placed in an area for which it was specifically designed. This will assure that your home can be utilized to its fullest potential, safety, efficiency and comfort.

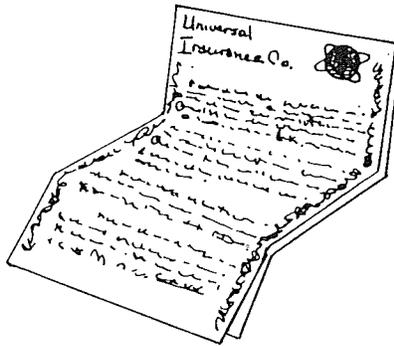
The Compliance Certificate usually is located in one of two places. You will find it on the inside of the electric panel box or on the back side of a kitchen or utility cabinet door. If any other location is used it will be noted on your Consumer Information Package envelope. Please locate the Compliance Certificate and verify the information pertaining to your home.

Check the serial number listed at the top of the Compliance Certificate against the serial number stamped on the front crossmember of your home. They should match. If the numbers do not match, contact the dealer from whom you purchased your home. He will determine which of the two numbers is correct.

There are three design maps shown on the Compliance Certificate. These maps illustrate the roof load, wind load, and winter climate zones throughout the country. Your home was constructed to meet the engineering requirements of one specific zone from each map. Mark the location of your home on each map and verify that it is located in the zone for which it was designed.

In the remaining blanks on the Compliance Certificate are the model numbers and manufacturers' names of the equipment installed in your home at the factory. Make sure the numbers match the numbers on the data plate attached to each appliance. These appliances are warranted by their manufacturers. These warranties and operating instructions are included in the Consumer Information Package or with the appliance.

Insurance



To protect yourself from financial loss, you should have insurance coverage. Many insurance companies have insurance programs designed to meet the needs of the manufactured home owner. You can buy protection not only while your home is on its site, but while it is in transit between sites.

A good insurance program serves several purposes. Comprehensive physical damage coverage pays you for certain types of damage to your property. Liability coverage defends you against lawsuits if someone is injured on your property, and pays the in-

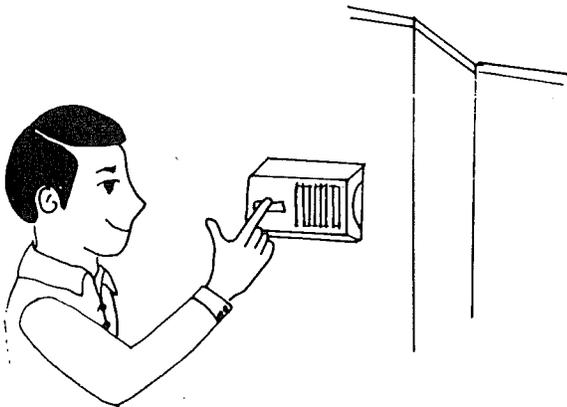
jured person if you are found liable. Credit life coverage will pay off your home loan if you should die. Credit accident coverage can make monthly payments on your home loan if you are not able to work due to illness or accident.

Since no one policy could possibly meet everyone's individual needs, we recommend that you consult a reputable insurance agent of your choice to determine which policies will best meet your needs. Be sure that the agent who sells the insurance fully understands your insurance requirements.

Safety

Fire Safety

Smoke Detectors



One or more smoke detectors are installed in every home to provide an early warning in the event a fire occurs in the home. The detectors are located near each sleeping area on a wall near the ceiling. The units are designed to detect smoke or gas vapors which are generated by burning materials.

All smoke detectors installed by Fuqua are powered by 120 volt electricity and designed to operate continuously. A solid state light has been placed in the unit to indicate that the unit is functioning. No attempt should be made to move or disconnect the device.

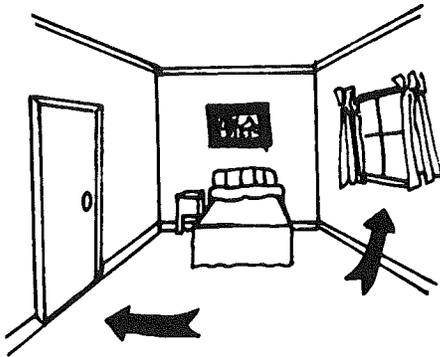
The smoke detector functions by measuring both visible and invisible particles generated by fire. Whenever the unit senses these fire elements, the detector warns the occupants of the impending danger by emitting a loud, distinctive alarm. The sound will continue as long as the presence of smoke or gas fumes exist. Once the air has been cleared of these particles, the detector will shut off and automatically reset itself.

These instruments are extremely sensitive and, occasionally, household odors, such as tobacco smoke, perfume, cooking odors, or alcohol will activate the alarm. To assure continuing protection, each alarm unit should be periodically tested and routine maintenance performed. A set of instructions is provided on the cover of each unit or a separate instruction booklet has been provided. Please read this information carefully and follow the manufacturer's printed instructions for proper operation and care.

Exit Doors and Bedroom Egress Windows

Every home is designed with two exit doors which are remote from one another. Be sure that these doors are openable and left free for exit. Every bedroom, unless it has an exit door leading directly to the outside, has one window designated and specially marked as an "egress" window. Be certain that you and your family know the location of the "egress" window and understand its operation as described on the window label.

In addition to understanding the operational aspects of the exit doors and egress windows, there are several other safety rules to be followed.



WARNING

1. Do not place furniture in front of the egress window which could prevent access to the window in the event of a fire. Examples: (A) bed headboard taller than the window sill, (B) dressers with mirrors that extend in front of the window, (C) large chest of drawers which would be heavy to move or cumbersome to climb over.
2. Do not place book shelves or shelves for house plants in front of or across an egress window. Too much time would be required to move these items out of the way should a fire occur.
3. If the draperies or rods should ever be changed, be sure to mount the new material wide enough to permit the curtain to be opened fully without any material covering the window area.
4. Do not place material outside the window which could prevent it from being fully operable. Examples of such items are trees, storage sheds, porch poles and clothes line poles.

Fireplace

A large number of manufactured homes now have fireplaces or wood burning stoves. Their popularity is based on their practicality and aesthetic value. Properly used and maintained, they will remain safe and serviceable for years to come. However, each year as cold weather sets in, fires resulting from the improper use and maintenance of these units can be expected. Some units are designed to be the primary

heating source, while others are not. If you plan to use your fireplace or wood burning stove as a primary source of heat make certain it was designed for that intended use.

In order to insure that you receive many years of safe and enjoyable use from your fireplace or stove the following warnings should be reviewed and followed.



WARNING



Fireplace Safety

– Never use flammable liquids to start fires in the fireplace. Applying too much of such a liquid results in the liquid running out of the firebox onto the surrounding areas. The pooled liquid can then cause a devastating fire or violent explosion.

– Use only dry seasoned wood in your fireplace or stove. Synthetic fire logs and paper logs are NOT recommended as they may generate excessive heat and/or accelerate the build-up of combustible residue in the flue. Unseasoned woods contain excess amounts of creosote which speeds up creosote deposits in the flue.

– Never build or maintain extremely large fires. Since the system is not designed for such abuse it cannot safely

contain the heat and the surrounding combustible construction materials may become overheated.

– Periodically inspect flue pipes for joint or seam separation.

– Have your flue cleaned by a professional chimney sweep with each cord of wood you burn. This will prevent a dangerous build-up of creosote and a potentially disastrous chimney fire.

– Make sure you and each member of your family is familiar with the operating instructions provided by the fireplace or stove manufacturer. If the instructions have been removed from the fireplace, contact the manufacturer for a new copy. Failure to follow these instructions may create a serious fire hazard.

Fire Prevention

Although the incidence of fire in mobile homes has been significantly reduced due to higher regulatory standards, statistics indicate that most fires are caused by people and could have been prevented.

Be sure that you and each member of your family review the Fire Safety Check List on the following page. Remember, fire prevention is everyone's job.

FIRE SAFETY CHECKLIST

- All family members briefed on fire safety.
- Everyone knows how bedroom egress windows work.
- Everyone knows how smoke detectors work and sound.
- Smoke detectors are tested regularly (monthly unless noted otherwise by smoke detector manufacturer).
- Family has a fire exit plan ready.
- Everyone knows that getting out of the house is the first consideration—No actions (even calling the fire department) are to be taken until after everyone has been alerted.
- Everyone knows that smoke is deadly.
- Everyone knows that in case of a fire smoke rises and any breathable air is near the floor.
- Everyone knows that most fire deaths are caused by smoke NOT fire.
- Fire drills are practiced at frequent intervals.
- Someone in your family makes a regular fire safety walk through the home each night before going to bed looking for such things as discarded smoking materials, range shut off, etc.
- Everyone knows how to call the correct fire department. It is your regular practice to brief babysitters on what to do in case of fire.
- All electrical appliances or equipment used have the Underwriters Laboratories stamp of approval.
- Extension cords do not run under rugs, through doors or windows, and are not hooked over nails.
- All space heaters and lamps are away from burnables.
- Electrical outlets are not overloaded.
- Heating and cooking equipment including flues are checked regularly by a qualified person.
- The furnace is checked regularly to insure that it is not overheating, especially in cold, winter weather.
- All flammable liquids are kept in tightly closed approved metal containers. The opening, pouring and using is limited to outdoors. If you keep more than one gallon of gasoline, it is stored in a safety can.
- The fireplace is not used as a primary heating source.
- Extremely large fires are not built in the fireplace.
- Fireplace flues are periodically cleaned and inspected for joint or seam separation.
- Only approved fuels are burned in fireplaces.
- Flammable liquids are never used in fireplaces.
- All matches and lighters are out of the reach of children.
- There are no frayed or broken plugs on electrical appliances.
- Check twice each year to find if electrical switch plates and receptacle cover plates are hot to the touch.
- Ash trays are emptied regularly into non-combustible containers and never emptied into wastebaskets.
- Ash trays are used only on solid surfaces, never on arms or seats of upholstered furniture.
- Wastebaskets are emptied regularly; prior to overflow.
- There is no smoking in bed or when drowsy.
- All lights in closets are away from burnables.
- All oily rags are kept in a tightly closed metal container.
- The water heater compartment contains no storage items.
- The television antenna has a lightning arrester.
- No highly flammable, explosive, or fast burning materials are stored under your home.
- All home wiring, installations of major appliances, and repairs, are done by qualified people.
- The furnace compartment contains no storage items.
- Flue pipe and chimney are secure and clear of combustibles.
- Furnace has been maintained in accordance with manufacturer's instructions.
- The trash burner is well away from the home and from all items which you don't want burned.
- Trash burning or the burning of leaves is never done on windy days.

Electrical Safety

Electric Power Supply

Manufactured homes built to the Construction and Safety Standards Act require the same type of electric power supply (120/240 volt, 3-pole, 4-wire with ground) that is used in site built homes.

Before moving, the intended site should be checked to see that the electric power supply available meets the needs of the home.

NOTICE

Wiring of inadequate capacity may result in:

- low voltage to the home.
- a drop in efficiency of lights and appliances
- frequent electric motor failure.

To avoid the possibility of low voltage, proper size wiring must be installed. The wiring material should be UL listed. In no case should the main service conductors be less than four (4) #8 for a 40 ampere service or three (3) #6 and one (1) #8 for a 50 ampere service. The ampere rating of the main circuit breakers must *not* exceed the power supply assembly rating.

For the safety of occupants, it is *vital* that the home be properly grounded whenever it is connected to a source of electrical power. The only safe and approved method of grounding the home is through an electrically isolated grounding bar in the breaker box which grounds all noncurrent-carrying metal parts at a single point. The ground conductor of the power supply cable in turn connects the grounding bar to a good electrical ground, back through the site electric power supply system.

In case of an Emergency you can shut off all electrical power to your home by switching all the breakers to the **off** position. The main breaker will usually cut off power to the 120 volt circuit, while leaving your largest appliances (electrical range, dryer, furnace, etc.) energized. It is for this reason that we recommend **all** breakers be switched off.

The electrical system within your home contains a number of branch circuits. In order to prevent overloading, each circuit is connected to a circuit breaker. If a circuit is overloaded or a short occurs in the wiring, the circuit breaker will trip and disconnect the power. If the breaker continually trips, a danger signal is indicated and a competent electrician should be contacted to locate and correct the danger.



WARNING



- Use only competent electricians in the hook up and maintenance of the electrical system.
- **DO NOT** ground the neutral wire in the home or in the breaker box.
- Failure to comply may result in a hazardous or lethal condition in or around your home.

Ground Fault Circuit Interrupter

All 120 volt bathroom and exterior electrical outlets are protected by a ground fault circuit interrupter (GFCI). This device trips and stops all power to the circuit when it detects an imbalance in the current flow. It is a safety feature in your home designed to prevent hazardous and potentially lethal electrical shocks.

The GFCI may be located in the breaker box or in an electrical outlet in the bathroom. In either case a labeled test button is located on the device and it should be tested and reset on a monthly basis to insure that it is working properly. If the GFCI trips during the use of an appliance, the appliance should be checked by a qualified appliance repair shop.



WARNING



The GFCI does not protect a person who simultaneously contacts both the "hot" wire and neutral wire. Also, electric shock can be felt even with the GFCI but will usually be of less than normally dangerous duration except for persons with heart problems or other conditions that may make them particularly susceptible to injury or death from electric shock. While the GFCI circuit breaker does afford a degree of protection, there is no substitute for the knowledge that electricity is dangerous when carelessly handled or used without reasonable care.

Gas Safety

Gas Supply

If you have gas appliances in your home, you will also have gas supply piping. It is essential that the supply piping and the appliances be checked by qualified personnel and any adjustments or conversions needed, be made before the gas is hooked up and turned on. Testing procedures are outlined in the Set-Up Manual. All supply piping fittings are accessible from in or underneath the home and each one should be checked for possible leakage.

 **WARNING** 

Failure to properly convert a gas appliance from natural to LP gas may create a serious fire hazard. Gas conversions or other adjustments should always be performed by a competent professional gas service man.

In the event of an emergency, you can shut off the gas at one of two locations. 1) There is a shut-off valve for each appliance near the point where the gas supply connects to that appliance. 2) The main gas valve that shuts off all the gas to your home should be located outside near the point of supply. For natural gas (it should be near the meter), and for LP Gas (A shut-off will be located on the storage tank).

Gas Leaks

The fact that you can smell natural gas is because a harmless chemical is added as an extra safety feature. Without this chemical additive, it would be completely odorless. If you detect a faint whiff of what you think may be gas, investigate. It may be something as easily and safely corrected as a pilot light that has gone out, or a burner valve that is partially open.

If your equipment seems to be working properly, but the odor intensifies and seems to be everywhere, immediately take the following precautions.

1) Do not switch anything electrical on or off. Do not use the telephone in your own home. Do not strike a match. Do not do anything that might cause a spark.

2) Have everyone leave the house immediately, leaving doors open to help ventilate.

3) Go to a nearby telephone and call your local Gas Company. Wait until they have found the source of the odor and have determined that it is safe for you to return to the house.

You may never have a gas leak, but we want you to be informed in case one does occur. Please make

sure that you and your family are aware of these cautionary steps.

 **DANGER** 

If you notice an intense gas odor,

- 1) Do not switch anything electrical on or off. Do not use the telephone in your home. Do not strike a match, do not do anything that might cause a spark.
- 2) Make sure everyone leaves the house immediately. Leave the doors open for ventilation.
- 3) Go to a nearby telephone and call your local gas representative. Do not reenter the house until it is safe.

Failure to follow these instructions may result in a devastating explosion.

Heating System

Manufactured home furnaces are especially designed to provide "sealed combustion." This means that air from the outside is used for combustion and that no inside air is used. Furthermore, sealed combustion design prevents flue products from entering the home.

Gas, oil, and electric heating systems are designed to provide maximum comfort with a minimum of maintenance and service.

a. Air Circulation

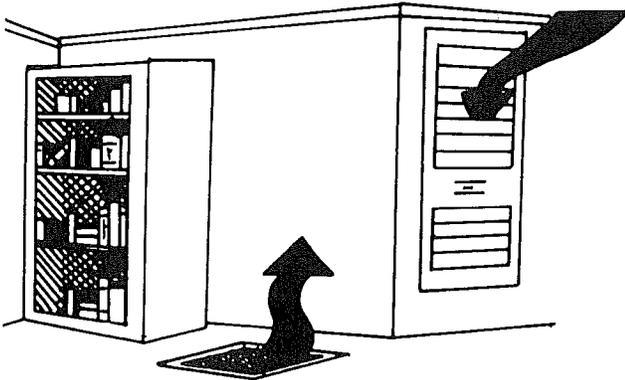
If your home has a central heating system, adequate circulation of warm air is accomplished by the blower in the furnace. This blower forces air through either floor or ceiling ducts to various points within the home. Air is pulled back to the furnace by the blower through return air openings, reheated, and then discharged through the ducts again.

 **CAUTION** 

Operating the furnace with all or most of the registers closed or blocked may cause inefficient and improper furnace operation, or cause the furnace to dangerously overheat. This could cause damage to your furnace or home, or even result in a fire.

b. Oil and Gas Systems

Whether operated by oil or gas, the heating equipment is fully automatic and equipped with safety devices. The gas systems are designed to use either natural or liquified petroleum gas.



Lighting, operating, and maintenance information is supplied by the furnace manufacturer and usually attached to the furnace door when the home leaves the factory or placed in the Consumer Information

package. These instructions should be carefully followed at all times.

If there are no instructions with the furnace, the home owner should write to the furnace manufacturer, giving the model number of the furnace and request a new copy of the "use and care manual." The address of the manufacturer can be found on the name plate attached to the furnace.

c. Electric Heat Systems

Electric systems in your home will likely be one of two types:

1. Individual electric baseboard heating units.
2. An electric furnace.

Baseboard heating units are generally controlled by individual room thermostats. This permits the home owner to regulate the temperature of each room separately. A home heated in this manner requires the addition of a duct system if central air conditioning is desired.

An electric furnace operates in the same manner as a gas or oil furnace except that electricity, instead of the gas or oil flame, provides the heat source. The duct system and means of heat distribution remain the same.

Maintenance

General

The materials used in the construction of your home are generally the same materials used in site built homes and apartments. As with site built homes, your home will require periodic maintenance and/or repairs. There are two secrets to good maintenance. First, make regular inspections looking for problems or potential problems. Second, perform routine maintenance and make needed repairs on a timely basis.

The maintenance section of this manual is intended to provide the necessary information and guidance so that you can keep your home in a safe and desirable condition for years to come. Once you take possession of your home, the job of looking for problems and taking care of most of them is yours.

Interior Maintenance

Ceilings

a) Wood fiber ceilings

Wood fiber ceilings are often used. They require little care, but a few common problems sometimes occur.

1. Scrapes, Scratches, Chips

These can be rubbed with very soft white chalk

and then wiped with a clean cloth. A deep scratch may require more than one application.

2. Gouges

If severe, the damaged panel can be removed, and a new one installed in its place. Where this is not warranted, the gouge should be cleaned of loose dusty particles and then filled in with a spackling paste applied with a clean putty knife. The paste should be leveled off to the surface of the panel, and the compound sculptured to conform with the surface of the panel. After the compound dries, touch-up paint should be applied.

3. Dirt Smudges

Soft art gum will probably remove dirt and fingerprints. If a portion remains after the art gum has been used, the area should be wiped with a soft white chalk and rubbed over the spot to conceal as much as possible.

4. Water Stains

Household liquid bleach will usually remove water stains. Apply in several applications, allowing the panel to dry between each application. If this does not remove the stains, repainting with a matching paint will be required.

5. Warped Panel

The only remedy is to replace the ceiling panel with a new one after first correcting the conditions which caused the trouble, such as moisture from a leaky roof. If moisture conditions cannot be cor-

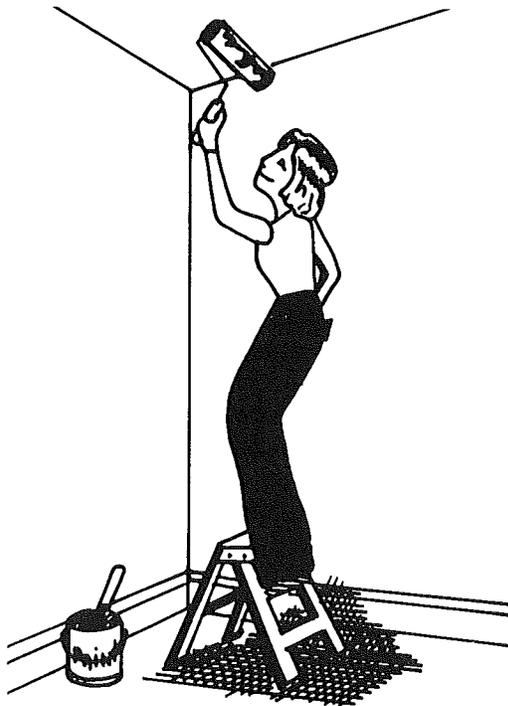
rected, mineral fiber tile should be used as a replacement, since it is less affected by moisture.

6. Panel Removal and Replacement

Tongue-and-groove paneling must be removed by cutting it along the edge with a sharp knife and prying it loose. Before replacing the panel, apply an adhesive to the furring strip where the panel is to fit. If trimming is unnecessary, place the tongue into the groove of the adjacent panel and raise the panel into place. Since the adhesive will not make an immediate bond, either nail through the face with a 1" #18 finish nail or staple with a suitable staple gun to the furring strip in the two unattached corners. If possible, conceal the nail/staple in the design of the tile.

7. Maintenance

The resin emulsion paint of a wood fiber ceiling can be washed clean of smudges with a cloth moistened in mild soap solution. A vacuum cleaner attachment will remove loose dirt or dust.



8. Repainting

When repainting is necessary, an acoustical ceiling paint should be used. A quality product should be selected to assure that the paint will not have a tendency to yellow with age.

b. Gypsum board with texture

The gypsum ceiling in your home should require only minimum maintenance. After several years of service, it may need to be repainted to maintain its' appearance. A quality latex paint should be used for this purpose.

If the ceiling is damaged, it may be repaired by one of two methods. If the damage is small, it may be repaired with drywall compound and tape. After the damaged area has been repaired, a matching texture should be carefully applied with a roller to this area.

If the damaged area is extensive, it may be

repaired by first removing the damaged section up to the nearest framing member and installing a new piece of drywall in this area. The drywall must be fastened to the framing member with construction adhesive and dry wall nails or screws. Drywall compound and tape should be used around the seams and the fastener indentations should be filled with drywall compound. After the repair has been made a sealant, such as, Glidden Insulaid, Product #5116 should be applied and allowed to adequately cure. Matching paint and texture should then be rolled over the repaired area.

Interior Walls

The interior walls of your home are most likely to be drywall, finished with a vinyl coating, or textured and painted. Dirt and smudges may be easily removed from the vinyl coated material by washing with a mild soapy solution. Harsh abrasive cleaners should not be used in order to avoid destroying the vinyl finish on these walls.

In the case of painted walls slightly soiled areas may be cleaned with mild soap and water. Avoid harsh scrubbing in order to prevent the texture from being scraped off the wall. Painted and textured surfaces should be repainted periodically in order to maintain their appearance. A high quality latex paint should be used for this purpose.

Damage to painted walls should be repaired in the same manner you would repair the damage to a ceiling panel, except a different texture would be required in order to match the texture already on the wall.

The walls surrounding the tub in your bathroom may be sheet plastic, tileboard or ceramic tile. Plastic materials need no care except for an occasional wiping to remove mineral deposits left by hard water.

Tileboard is a hardboard product with an enameled surface that will not absorb moisture. If you chip the enamel in any way, repaint the chipped area at once with waterproof enamel. Hardboard without the enamel coating will absorb moisture.

Strips of metal or plastic trim cover joints between panels at corners of the tub. This trim is set in mastic. At least once every three months, check this caulking carefully for tiny cracks that could let water seep behind walls. Seal any cracks with a compound made specifically for this purpose. It comes in a tube and is available at any hardware store.

If you have ceramic tile you should inspect the grouting approximately every three months for cracks in the grouting or missing grout. If you find either of these problems a grout repair kit should be purchased from your local hardware store and the grout should be repaired according to the instructions with the repair kit.

Floors

Floors, whether they be wood, linoleum, or composition tile, will look better and last longer if they are cleaned and waxed regularly. Avoid excessive application of water on new tile as it may cause lifting and curling of the tile. It is best to establish a good coating of wax in and around tile seams. A number of good floor waxes and preservatives are available and may be purchased locally.

Parquet or other wood floor require the use of special cleaning preparations, also available in most stores.

All carpeting should be kept clean for long wear.

Appliances

Ranges

The cooking appliance in your home may be gas or electric and may be free standing or cabinet mounted. Regardless of the appliance type, the manufacturer of your range has supplied a "use and care manual." It should have been located with your range when you purchased the home. This booklet should provide all the necessary information to assure proper maintenance and use of the appliance and should be carefully reviewed by the user. If you are unable to locate this booklet you may contact the appliance manufacturer and request a copy. The name and address of the manufacturer will be located on a metal tag attached to this appliance.



WARNING



The entire gas system should be thoroughly checked for leaks before the gas is turned on. The appliance should be checked to make sure that it is properly adjusted. The incorrect adjustment of any part of the system may result in unsatisfactory operation, pilot failure, or may result in fire.

A warranty card is normally supplied with each cooking appliance. Be sure to complete and return this card to the range manufacturer within the time specified on the card.

If your range should require service beyond the routine maintenance outlined in the "use and care manual," the appliance manufacturer's service center should be contacted.

Dishwasher, Disposal, Refrigerator and Laundry Equipment

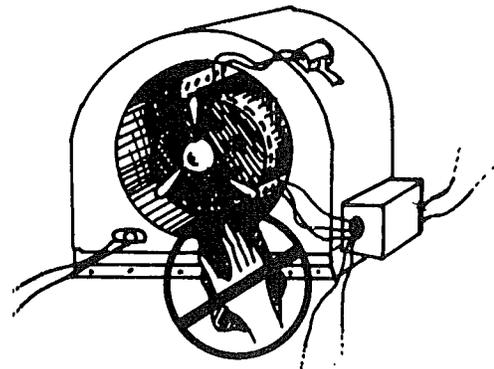
Manufacturers of these appliances supply "use and care manuals" covering their equipment. These manuals are supplied with the appliance when it is installed in your home. In order to obtain the maximum benefit from your appliance you should study these manuals carefully and keep them for future reference. Be sure to complete and mail in the Warranty Card for each appliance within the time specified on the card.

Heating System

The operating instructions supplied by the Furnace Manufacturer will outline the maintenance requirement for the specific model furnace installed in your home. You should follow these maintenance procedures on a regular basis in order to ensure that you receive maximum performance and reliability from this appliance. If you did not receive a copy of the operation instructions, you may contact the furnace manufacturer and request a copy. The address of the manufacturer is located on a metal tag attached to the furnace.

A warranty card is normally supplied with the furnace in every new home. This warranty card should be completed and returned to the furnace manufacturer within the time specified on the card.

If your heating system should require service beyond the routine maintenance outlined by the furnace manufacturer, the Dealer from whom you purchased your home, or the furnace manufacturer's local service center should be contacted.





WARNING



1) Never place your hand or other objects inside the blower for cleaning purposes, without first disconnecting electricity to the furnace. It may come on automatically while the fan is being cleaned.

2) If you have a gas furnace, the entire gas system should be thoroughly checked for leaks before the gas is turned on.

3) Your furnace should be carefully adjusted to accommodate the type of gas being used (LP or natural). Incorrect adjustment of any part of the system may result in unsatisfactory operation, pilot failure, or may result in a fire.

Water Heater

Whether gas or electric, your water heater requires some care. It has an adjustable thermostat that starts the heater when water temperature drops below a certain level. The usual temperature setting is 150°. It has a temperature and pressure relief valve that prevents dangerous build-ups of either heat or water pressure. If the temperature or pressure gets too high, the valve opens and allows excess water to drain out harmlessly under your home.

NOTICE

If you have an electric water heater, be sure that the water connections are completed and the tank is filled before you turn on the power. Otherwise you may burn out the heating element.



WARNING



If you have a gas water heater:

1) Make sure the gas orifice is proper for the type of gas you are using.

2) Make sure the flue pipe is securely in place and the draft hood is properly installed.

3) Check with a soapy water solution to make sure there are no leaks in the gas line or connections.

Failure to follow these instructions may result in damage to the appliance, unsatisfactory operation, pilot failure, or may result in a fire.

Unless water in your community is unusually soft, or you have water softener, sediment may build up on the tank. When this happens, your water heater will rumble and gurgle.

Sediment buildup can be prevented by periodically draining the water heater. The draining can be accomplished by attaching a "garden hose" to the drain outlet located at the bottom of the water heater. Open the valve slowly and once the water has started to flow, open the valve to its full open position. Allow the water to drain onto the yard for a minute or two then close the valve securely and remove the hose. Be careful to use gloves or other protective clothing as the hose connector will be very hot.

Trouble Shooting Your Water Heater

1) Problem:

Water coming out of faucets is too hot.

Solution:

Check the thermostat setting on the water heater. It may be too high. See instructions for regulating temperature in the operating manual that came with the water heater.

2) Water is not hot enough: Check the thermostat setting. It may be too low. Also look for leaks in the hot water lines, and dripping or running faucets.

3) Inadequate hot water: If the problem has gone on for sometime, check the gas input to your water heater. An underfired heater will not heat as much water. Remember too, that in cold weather the water entering the water heater is colder and takes longer to heat. Possibly you and your family are wasting hot water, using more during short periods of time than the water heater can provide. The only answers here are better control of hot water usage by you and your family.

4) No hot water at all from an electric water heater: Check the circuit breaker in your service entrance panel to see if it has tripped. In such a case, you simply reset the breaker.

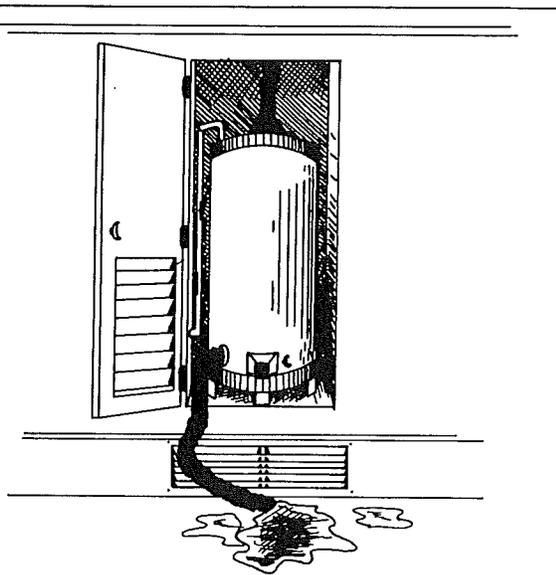
5) No hot water from a gas heater:

a) Make sure the pilot is lit. If not, follow lighting instructions in your water heater manual.

b) Make sure the manual shut-off valve is open, and also that the thermostat indicator knob is on, as explained in the lighting instructions.

c) A gas water heater requires combustion air which enters the water heater compartment through louvers.

d) If you cannot locate the trouble, call the water heater manufacturer's service representative.



Your water heater is warranted by its manufacturer, and a copy of his warranty is included in the Consumer Information Package or in the water heater package. Tear off the warranty card and send it immediately to the water heater manufacturer to assure full service.

Furniture

The life and beauty of any kind of furniture can be prolonged with proper cleaning and care.

One form of protection for upholstered furniture is the use of slip covers. It is also important to vacuum the upholstery cover at least two or three times a month.

Loose cushion pieces, as well as mattresses, should be turned frequently. Turn and reverse so that the same side will not be in constant use.

Wood, leather, and synthetic materials all require regular cleaning. This is best accomplished by using some of the countless cleaning agents designed for specific materials and available to the home owner in almost every hardware store or supermarket.

Hardware

Your home may have chrome, brass, antique copper, or colonial black hardware.

a. Chrome-plated Hardware

Genuine chrome-plated hardware is best cleaned with commercial chrome cleaner. In some cases soap and water will remove discoloration and spots.

b. Brass, Antique Copper or Colonial Black Hardware

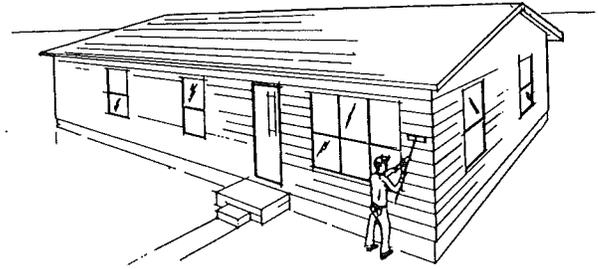
To clean, simply wipe with a damp cloth. Use a very mild soap or detergent, if necessary. Cleaning agents containing abrasives are not recommended. Do not use chemicals of any kind on these finishes because they will destroy the protective coating usually applied to them.

Cabinet Drawers

Most manufactured homes have built-in cabinetry. If any drawer should stick, wax applied to the drawer guides will make them work better.

Should heat, cold or excessive moisture cause plywood or lumber to expand, cabinet doors might stick. If so, a plane can be used to remove just enough material to eliminate the binding, but first check to ensure that your home is level.

Exterior Maintenance



Foundations

It is not uncommon in some areas for slight settlement of foundations to occur. Should settlement occur, it may affect the alignment of various components, windows and doors. Before making any adjustments to these components, check the level of the home, and make any adjustments to the foundation that may be needed. Use a six foot builders level and check the level in all planes, working from the front to rear. Should you find your home has settled, you should contact a qualified company to perform the necessary foundation repairs.

Bottom Closure Patching

If the closure material is asphalt base or composition material, it should be repaired by applying a patch of the same or similar material over the damaged area.

Place beads of adhesive or sealant under all contact edges to ensure an airtight seal.

Press the patch firmly into place with your hand or other object and use fasteners and tape to hold it in place until the adhesive sets.

Be sure no gaps exist that could permit air or water to enter.

It is recommended that fasteners be a type designed to spread and hold in soft material. If these fasteners are not available, a patch may be cut large enough to span the floor joist. Add blocking between the joists so that the fasteners used to secure the patch will penetrate wood on all edges.

If the covering is a vinyl coated material, use vinyl patching tape especially designed to repair tears or holes. Pull torn edges together; then cover as necessary with tape or apply a patch of the same material taped on all four sides.

Exterior Wall Finishes

Exteriors are generally prefinished color coated aluminum, wood based hard board, or wood siding.

a. Aluminum

The color coating of the aluminum-sided home is generally a synthetic enamel, lacquer, or acrylic type enamel each of which has good endurance qualities. Any finish will deteriorate with age and exposure to the elements. However, this process can be retarded if the finish is protected by keeping it clean and waxed. Refinishing should be done as needed.

The best maintenance of aluminum exterior finishes involves frequent wiping with a damp cloth or washing with water before dirt and grime accumulate excessively. The surface should never be dry dusted.

1. Exterior Washing

Your home should not be washed in the hot sun. The exterior should be allowed to cool before it is washed. A small soft-bristled brush is helpful in removing grit and grime from crevices.

2. Cleaners and Polishes

These come in paste and liquid form and can be used to loosen accumulated road film, scum, oil, tree sap, and grime which cannot be removed by washing.

An efficient cleaner removes oxidized paint which sometimes forms. Because paint and lacquer are organic materials, they deteriorate from the action of the elements, especially sunlight. A microscopic film of "dead" paint or lacquer forms on the surface which must be removed if the finish is to be bright. The "live" paint remaining is still tough and hard and is unaffected by the cleaner.

Before using either a cleaner preparation or a combination cleaner-polisher, the home should be washed with a detergent, rinsed, and allowed to dry.

A cleaner can then be applied to the finish with a soft, clean cloth. The residue should then be removed with a dry cloth.

3. Waxing

Pre-finished aluminum exteriors should be waxed for maximum protection. Wax jobs last longest when applied in Spring or Fall and when the temperature ranges between 50 and 70 degrees. Winters are hard on wax durability because of snow, sleet, mud, and dirt. Hot summer sunshine deteriorates the paint film, making waxing more frequently needed.

Paste waxes leave a durable coating of wax on exterior finishes. They provide protection from abrasion

and minor scratches. The wax coating makes mobile homes much easier to wash because dirt does not stick.

Most waxes have limited cleaning power. Unless your home is new, it should be cleaned with a commercial cleaner or cleaner-polish before waxing. The wax should be applied to the exterior a small section at a time, with a soft cloth. Only a thin coating should be put on and then rubbed vigorously until the solvent has evaporated and the wax has set in a hard, brilliant shine.

4. Oil, Tar or Salt Air

A tar remover can be used to remove tar and oil without damaging the finish. If tar has hardened, use butter or naphtha to soften.

Caution: If finish is of the acrylic-type high luster enamel, naphtha or gasoline should NOT be used for removing tar as such solvents may soften the finish.

Owners of homes located near the seashore should wash and polish their homes every few months in order to remove accumulations of salt deposits, which are very damaging to the finish.

b. Hard Board Siding

Hard board siding is a wood based material that is made by binding wood fiber together under heat and pressure to form an attractive exterior siding.

Should the siding become damaged, repairs should be made quickly. A matching paint or wood sealer should be applied to the damaged area according to the manufacturer's instructions on the material being used. If repairs are not made, moisture will gather in the damaged siding causing it to swell and further damage the siding.

If a nail fastener is driven into the siding below surface level, a wood filler or putty should be applied to seal the hole.

c. Wood Siding

Many of the homes designed and built by Fuqua use cedar as the exterior wall siding. Most often shingles are bonded to an exterior grade plywood panel prior to being installed on the home. Shingles applied in this manner seldom ever require any maintenance.

Generally the shingles and horizontal siding will turn from red to a silver-grey color. This color change is caused by the bleaching action of the sun. While this color change is normal and desirable to some home owners, others prefer to stain the shingles periodically, thus retaining the original red cedar color.

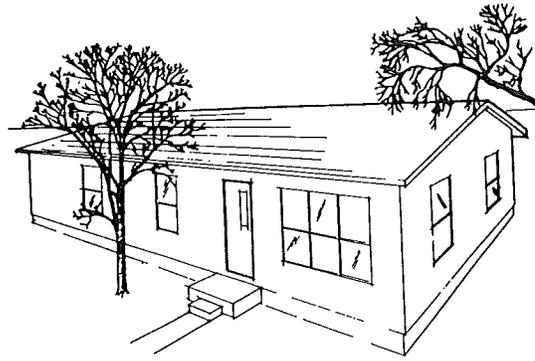
There are several commercial stains available through hardware and paint stores which can be brush applied in a very short period of time.

Simply follow the directions provided on the container.

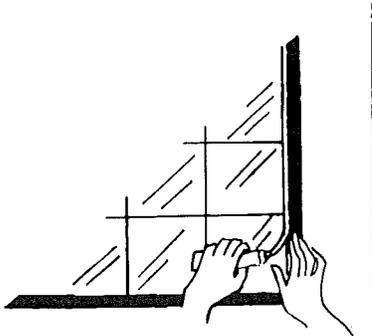
Windows

Windows should be opened frequently and cleaned around the metal casing. A good window cleaning preparation should be used to clean the glass. Window hinges and operating arms should be lubricated with a light oil at least once a year.

If your home does not already have storm windows and you wish to install them, it must be noted that storm windows may not be installed over egress windows. This is to comply with the Federal Safety Standards.



Caulking



All cracks and openings, no matter how small, around the molding, joints, splash panels, windows, top seams, doors, roof vents, etc., should be sealed by caulking. Loose nails and screws that are exposed should be tightened or replaced at once so moisture cannot enter.

Sealing compounds are made in a variety of colors to match the existing finish. The best caulking compounds do not dry or harden but instead remain elastic. These can be applied with a caulking gun or a putty knife. The instructions provided with the caulking compound should be followed.

Roofs

Two types of roofing materials commonly used on Fuqua homes are sheet steel and composition shingles. Proper maintenance of the roof covering will prevent leaks from developing which could cause damage to the interior of the home.

a. Metal Roofs

1. A metal roof should be inspected once every six months and any accumulated debris removed. Excessive dirt build-up will cause corrosive action to the metal and should be removed by using a mild soap solution, followed by a thorough rinsing.

2. The metal roof should not be walked on except when absolutely necessary. Most inspections, cleaning, and repair work can be done effectively from a step ladder. When walking on a roof becomes necessary, pieces of board or plywood should be used to distribute the weight over a wide area.

3. A metal roof should be coated with a commercial coating compound every two years. Several easily applied materials are available through your dealer or hardware stores.

4. When the home is first sited, it is extremely important that the home be properly leveled to avoid strain which could cause the seams to part or create buckling which could allow water to "puddle". Low hanging tree limbs should not be allowed to scrape or rub on the roof surface.

5. All moldings should fit tightly to the roof, firmly held by screws or nails. Damaged moldings should be removed and either repaired or replaced. Before moldings are reset, a heavy coating of caulking should be liberally applied to the under side with a small brush, putty knife, or caulking gun. If molding is tight, or after it has been reset, a coating should be applied over the top of the entire molding. Special attention should be given to assure that all screw or nail heads are covered or coated.

b. Shingled Roofs

1. A shingled roof should be inspected once every six months and any accumulated debris should be removed.

2. A roof mastic can be used to re-cement and flatten any individually rolled or loose shingles. Cracked or torn shingles should be replaced immediately to prevent leaks which could be costly and damaging to your home.

c. Stacks and Vents

If stacks or vents have rusted and fail to function properly, they should be replaced. When replacing them totally remove the old, dried caulking around them and apply new caulking.

In setting stacks and vents, caulking should be applied to the under side of the base of the fixture as well as the roof where it is to be set.

The fixture should be firmly secured in place with screws, nails or other suitable fasteners. Caulking should be applied so that it completely covers all fasteners.

If stacks and vents do not have to be removed, old, dried caulking around them should be scraped away and a new coating liberally applied.

Water Supply Line

If your home is located in an area where prolonged periods of freezing temperature occur, it will be necessary to inspect the insulation and heat tape around the water inlet pipes. This should be done in early fall before the cold season arrives.

The insulation should be inspected for tears, voids, or any deterioration which might render it unsuitable for its intended use. The heat tape should be plugged into the heat tape outlet which is located on the under side of the floor within 2' of the water inlet. After the heat tape is plugged in, make sure it is functioning properly. If the heat tape does not work, it should be replaced with a new U.L. approved heat tape. If heat tape and insulation is being installed on your home for the first time, the heat tape should be wrapped around the water inlet from the point it comes out of the ground to the point it goes into the floor. The water pipe and heat tape should then be wrapped with insulation.

Locks



The door locking mechanism provides protection to the owner. It also is easy to unlock in case of an emergency. Powdered graphite should be used to lubricate any lock mechanism.

Locks should have a depth behind the striker which will permit the latch bolt to be fully extended. They are designed to function properly under this condition. The latch bolt and door striker must be in alignment. If not, an adjustment should be made so that the door striker and the latch bolt will mate properly.

NOTE: Keys to Your Home — A record should be kept of the identification number and make of the house lock. With this information, it should be possible to obtain a duplicate key from a locksmith if keys are lost.

When Your Home Is Unoccupied

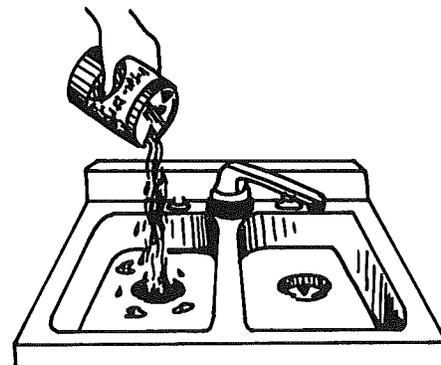
If you plan to leave your home unoccupied for some time, while on vacation, for example, you must take a few special precautions:

a. Make sure all windows and doors are closed tightly and securely locked.

b. Turn off the water heater and shut off the water supply at the main valve.

In the winter you must take these additional steps:

c. Leave the furnace on, but turn down the thermostat to about 50° — low enough to save fuel but high enough to prevent water lines from freezing.



d. If you turn off your furnace completely, remove all water from the toilet tank, and drain hot and cold water lines by opening the main drain valve. Then pour antifreeze down the drains of all fixtures to fill the traps — the sink, bathtubs, shower drains, toilets, and lavatories. The shut-off valve below the frost line on the main water supply should be closed also. A burst trap or pipe is expensive to replace.

If you will be gone less than two weeks, it is better to leave the heat on and ask a neighbor to check your house every day, than to drain your water system. It is too easy to miss something and return home to burst water lines or broken fixtures.

Condensation and Ventilation

Every winter sees more and more home owners vitally interested in the subject of condensation. It is not a happy interest. It stems from bad experiences with windows, doors, and even ceiling and wall condensation which range from irritating to down right expensive.

It might strike you as odd, but the growing condensation problems are a result of progress in the home industry. The Fuqua home of today is a more "tightly constructed unit" than was possible a few years ago, which makes it much more comfortable to live in. And in addition, your condensation problems are a result of wide spread use of several labor saving appliances that make life easier than it used to be.

What Is Condensation?

All air contains invisible evaporated water in the form of vapor. When this vapor changes from a gaseous form to a liquid form, the process is called condensation. Warm air absorbs evaporated water or moisture much like a sponge. But as this warm air is cooled, it takes up less volume and can hold less moisture. Cooling warm moist air is just like squeezing a wet sponge, the moisture has to come out. When it does it collects on cool surfaces such as windows, around doors, etc.

What Is Trouble Condensation?

A little moisture or fog in the corners of your windows now and then probably does not bother you. It shouldn't. By the time you have thought about it the second time, it has usually gone away. But what we are talking about is excessive condensation, troublesome condensation, condensation that blocks all windows with fog or frost. Water that runs off windows can stain woodwork and, in serious cases, condensation can even damage floors, walls and ceilings.

If you have this kind of condensation on your windows, you have good reason to worry, and a good reason to act. Remember that sweating windows are a danger signal; it means that moisture is trying to get out!

The moisture in wet air tries to flow toward drier air and mix with it. Scientists describe this force as "vapor pressure" and it can act independently of the flow of air that holds the moisture. Vapor pressure can force moisture through virtually all forms of building materials — glass and metal being two of the few exceptions.

It is natural and easy in such cases to blame the doors, the windows, the insulation, or the manufacturer when excessive and troublesome condensation occurs. But you are wrong to blame them. The real villain is invisible.

It is water vapor — too much water vapor. It comes from more washing, more bathing, more showers, more appliances, more unvented gas burners — all pouring more water vapor into homes than in former years. Even plants can cause an increase in moisture build-up. The following are a few examples.

Floor Mopping

The water vapor produced by washing a floor is not a major source of moisture produced within a home, but because of the amount, in the short time of liberation, it is the most important high rate basis. When a 8' x 10' kitchen is washed with soapy water and rinsed with clear water, 2.4 pounds of water vapor are released. Unless this water vapor escapes to the outside, it will add to the relative humidity inside the house. To prevent this, it is important that your kitchen vent fan be operated during mopping or a window in the kitchen area be cracked open to permit the moisture to escape outside.

Clothes Drying

Many home owners fail to realize that 10 pounds of clothes, after being washed and spun dried in an automatic machine, still contain about 10 pounds of liquid water. If these clothes are dried inside, this water must be evaporated and the vapor formed will mix with the air within the home. It is not recommended that drying of clothes be conducted within a home, but rather that a clothes dryer be utilized, and it should be properly vented to the outside while the dryer is in use.

Cooking

Cooking, especially boiling, creates considerable moisture. An hour-to-hour record of moisture content of the air in the home usually shows a marked increase during the hours the meals are prepared. In the preparation of food for an average family of four, the following amounts of water are introduced into the air:

Breakfast	0.9 pounds
Luncheon	1.2 pounds
Dinner	2.7 pounds

A kitchen ventilating fan operating during the cooking period will remove this moisture and discharge it outdoors.

Bathing

An average shower adds between 1/4 and 1/2 pound of water vapor to the moisture content of the home and in the case of people who take more time in the shower, the amount may be more. For tub baths, the amount of moisture produced is somewhat less and tests have shown that the total moisture produced when four baths are taken consecutively is between 1/4 and 1/2 pound. This means that one shower produces as much moisture as four regular baths. The corrective procedure, to prevent the water vapor from spreading throughout the air in the home, is to close the bathroom door while bathing and open the window a few inches, or if possible, run a bathroom exhaust fan.

Dishwashing

The dishes and cooking utensils soiled during an average dinner for the family of four, when washed and scalded, release between 1/2 and 3/4 pound of water vapor. Since fewer dishes are generally soiled at breakfast and luncheon than at the larger evening meal, it is estimated that one pound of water vapor per day is a representative value for the process of washing and drying dishes.

Human Contribution

The largest source of water vapor in a home is that contributed by the inhabitants themselves through respiration and perspiration. This source even though large (12 pounds per day for a family of four) is not a serious contributor to the condensation difficulties, because it is quite uniformly distributed throughout the house over the 24 hours, and the rate per hour is low. Thus it tends to raise the moisture level of the house only slightly.

Gas Appliances

When the gas stove is used for cooking, there is, in addition to the moisture given off by the food, the moisture resulting from the combustion of gas in the flame. When gas is completely burned, the products of combustion are carbon dioxide, nitrogen, and water vapor. For every 1000 cubic feet of gas burned, as much as 2000 cubic feet of water vapor may be formed. This water vapor when condensed amounts to approximately 88 pounds of liquid water. All gas-fired equipment including the furnace and water heater should be properly vented to the outside.

Humidifiers

There are various devices for increasing the humidity in a home. For example, the familiar pan of water placed on top of the furnace, or in the heat duct under the registers. Often the amount of moisture that is added to the air of the house is uncontrolled, and at times it may be excessive. A humidifier can produce as much as 2 pounds of water vapor per hour. When the relative humidity within a home reaches the recommended limits, the operation of all humidifier equipment should be discontinued.

House Plants and Aquariums

The amount of moisture given off to the atmosphere by house plants is nearly equal in volume to the the amount of water required to water the plants. Open aquariums permit evaporation of water to the air of home. All of these items add to the problem on condensation.

The best way and usually the only way to prevent this trouble is to get rid of the excess water vapor.

How You Can Control Condensation

There are only three basic methods by which condensation can be controlled and the following are suggestions for home owners to follow in each of the categories.

1. Control of sources of humidity.
 - a. Vent all gas appliances to the outdoors. Check periodically to make sure vents do not become blocked.
 - b. Use kitchen or optional bath exhaust fans when cooking or bathing. Allow to operate for a short interval after completion of meal or bath.
 - c. Do not operate vaporizing inhalers, etc., for prolonged periods unless adequate ventilation of moist air is provided.

- d. Do not place containers of water on the furnace or in ducts, etc., to raise humidity.
- 2. Winter Ventilation
 - a. Run kitchen and bath ventilators for longer periods of time after cooking or bathing.
 - b. Open windows or doors for brief periods even in cold weather. (In winter, the outside air is usually quite dry and a little ventilation can reduce inside humidity quickly without serious loss of heat.)
 - c. Do not tape doors or windows tightly closed to prevent any movement of air.
 - d. Do not crowd wardrobes with clothing or other objects preventing free circulation of air.
 - e. Do not locate beds or furniture tightly against the wall preventing air movement.
 - f. Do not stock kitchen cabinets to points where circulation of air is impossible.
 - g. Do not leave draperies closed over windows.
- 3. Heating the Home
 - a. The process of heating will reduce the humidity if it is dry heat.
 - b. Keep registers and furnace blowers clean to insure maximum circulation.
 - c. Clean air filters and furnace regularly.
 - d. Equip windows with storm windows, except bedroom egress windows.
 - e. Do not operate any humidity device on the furnace.

Now, before we summarize specific steps for reducing humidity in your home, let's include some basic data about recommended moisture levels.

Outside Temperature	Inside Relative Humidity for 70°F Indoor Temperature
-20°F or below	not over 15%
-20°F to -10°	not over 20%
-10°F to 0°	not over 25%
0°F to 10°	not over 30%
10°F to 20°	not over 35%
20°F to 30°	not over 40%

To Summarize

1. Install storm windows except on bedroom egress windows.
2. Recognize that the only way to stop condensation is to reduce moisture in your home.
3. Be willing to try living in lower humidity.
4. Turn off any source of moisture which you can control.
5. In the winter, produce more controlled ways for inside air to get out, for dry outside air to get in.
6. If troublesome condensation still persists, purchase one or more dehumidifying devices and operate as needed.

IMPORTANT HEALTH NOTICE

Some of the building materials used in this home emit formaldehyde. Eye, nose, and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone with a history of asthma, allergies, or lung problems, may be at greater risk. Research is continuing on the possible long-term effects of exposure to formaldehyde.

Reduced ventilation resulting from energy efficiency standards may allow formaldehyde and other contaminants to accumulate in the indoor air. Additional ventilation to dilute the indoor air may be obtained from a passive or

mechanical ventilation system offered by the manufacturer. Consult your dealer for information about the ventilation options offered with this home.

High indoor temperatures and humidity raise formaldehyde levels. When a home is to be located in areas subject to extreme summer temperatures, an air-conditioning system can be used to control indoor temperature levels. Check the comfort cooling certificate to determine if this home has been equipped or designed for the installation of an air-conditioning system.

If you have any questions regarding the health effects of formaldehyde, consult your doctor or local health department.

Relocating Your Home

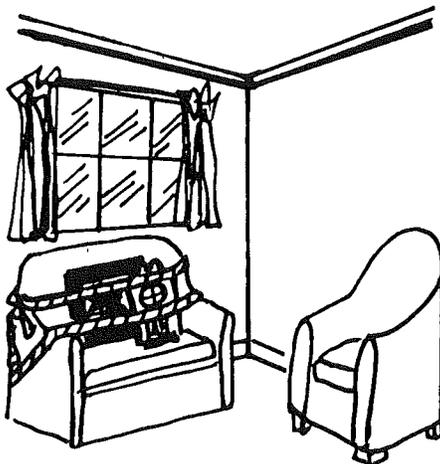
Several factors must be considered should you decide to relocate your home. Before making any arrangements, you must first review your compliance certificate and determine if your home was designed and built for the new location where you plan to move it. Your home must be placed in an area for which it was specifically designed or an area with less severe loading requirements.

Example: A home designed with a 30 PSF Roof load may be placed in an area requiring a 20 PSF Roof load, but not in an area requiring a 40 PSF Roof load. Also a home designed for hurricane resistive wind loads (25 PSF) may be placed in an area where standard wind loads are required (15 PSF). Obviously a home designed for standard wind zone may not be placed in a hurricane wind zone area. Once you have determined your home was designed for the area which you plan to move it, you should contact a reputable manufactured house moving company. These firms are usually listed in the Yellow Pages or your dealer may know of several firms. Professional movers are equipped to move any size home, obtain the required Highway Permits and assure that all applicable State and Federal Regulations are met.

NOTICE

Fuqua Homes is not responsible for any damage incurred to your home or its contents that occur as a result of a relocation move.

Preparation Prior To Moving



The following steps should be taken whenever your home is to be moved.

1. Discuss the move with your insurance agent and make sure you have adequate insurance coverage for the move.
2. Pictures, clocks, radios, television sets, lamps, and all other fragile items should be tied to a couch or bed to prevent movement during transit. Small items should be boxed or placed in chests with clothing.
3. Dishes should be packed in cartons with towels and pillows. If latches are inclined to jolt open, use masking tape to secure them.
4. All hanging clothes should be removed from the closets and placed on the floor.
5. The furniture should be placed so that the weight is well-distributed. No weight should be placed in the extreme rear section, it should be distributed between the axles and the hitch. Excessive weight in the rear can cause serious structural problems.
6. Except for personal clothing and normal household furniture, all equipment which was not on the original factory invoice should be removed. Under no circumstances should the following items be shipped inside the home:
 - a. Concrete Set-up Blocks
 - b. Entry steps or outside storage sheds
 - c. Food Freezers
 - d. Pianos
 - e. Large potted plants
 - f. Lawn mowers or other gasoline powered motors
 - g. Flammable liquids
 - h. Boats, bicycles, motorcycles, etc.
 - i. Pool tables
7. The water inlet and sewer outlet should be capped. Close all windows. Lock all doors.
8. The mover will check the entire undercarriage of the home and the tires for proper inflation.
9. If you prefer, arrangements can be made for the mover to handle the entire procedure.
10. As many personal items as possible should be shipped by other means as penalties could be imposed by state laws should "over-weight" conditions exist.

Coupler — Hitch Assembly

Your home is equipped at the front with a coupling and hoisting device called a hitch. This provides a means for attachment of the home to the towing vehicle.

Most hitches also include a jack or screw device for raising or lowering the front end of the home.

Lubrication — Grease fittings or oil points are pro-

vided on most couplers for lubricating the jack mechanism to prevent rusting and to provide for easier operation. Regular greasing and cleaning of the mechanism is advisable so the parts will be functional when they are again used.

Brakes

A home that has been parked for a prolonged period should have its brakes checked by a competent automotive mechanic before being moved over the highway. Electrical connections to the brakes should be checked to make sure they are clean and tight or the result may be weak, uneven, or grabbing brakes, or a lack of brakes. Linings should be replaced immediately when they become worn out or greasy. Linings approved by the maker of the brakes should be used.

Tires

Before being moved, the air pressure of the tires should be checked according to the table below or refer to the allowable pressure shown on the sidewall of the tire.

Tire Size	Air Pressure (lbs.)
7-14.5 D	70
7-14.5 E	85
8-14.5 D	70

When your home is blocked and leveled, the tire and rim assemblies should be removed, if possible. The tires should be partially deflated and placed in the horizontal position beneath the home. The tires should be placed on a board or other material which

will keep it from being in contact with the ground. The tires should be periodically painted with a rubber tire paint which will help to protect them from deterioration.

All tires are designed to carry a specific load at specified air pressures. They will render satisfactory service if used within the load limitation indicated by the tire manufacturer.

Wheels

Wheel bearings can become badly etched or corroded when your home is parked for long periods unless the bearings are well covered with a protective covering of a suitable lubricant.

Corrosion is caused by water getting in through the seals or by moisture due to condensation forming in the hub with variations in temperature. There is no way to prevent the condensation except to fill the hub and bearings completely with grease.

After the home has been permanently located, the wheel bearings and hubs should be cleaned and repacked with grease, leaving no voids in the hub to permit the entrance of moisture.

If the home is to be moved on the highway again, some of the grease should be removed so the hub is about two-thirds full. This will prevent grease leakage through the seals onto the brakes. If the hubs are left fully packed, the grease will expand due to heat generated at higher speeds and be forced through the seals, causing faulty brake operation.

In order to check for spindle tightness, the grease cap under the hub cap should be removed. The spindle nut should be pulled up tight, then backed off to the first cotter pin hole so the wheel will rotate freely when jacked up. This can be checked by rocking the wheel sideways by hand with the wheel jacked up.

STATE ADMINISTRATIVE AGENCIES

Alabama - Manufactured Housing Commission, 908 South Hull St., Montgomery, AL 36130

Arizona - Department of Building and Fire Safety, Office of Manufactured Housing, 1540 West Van Buren, Phoenix, AZ 85007

Arkansas - Arkansas Manufactured Home Commission, 523 South Louisiana Street, Suite 500, Lafayette Building, Little Rock, AR 72201

California - Department of Housing and Community Development, Division of Codes and Standards, Manufactured Housing Section, PO Box 31, Sacramento, CA 95812-0031

Colorado - Housing Division, Department of Local Affairs, 1313 Sherman Street, #323, Denver, CO 80203

Florida - Bureau of Mobile Homes and R.V., Division of Motor Vehicles, 2900 Apalachee Pkwy., Room A-129, Tallahassee, FL 32399-0640

Georgia - Manufactured Housing Division, State Fire Marshal's Office, #2 Martin Luther King, Jr. Drive, Atlanta, GA 30334

Idaho - Buildings Division, Department of Labor and Industrial Services, 277 North Sixth Street, Statehouse Mall, Boise, ID 83720

Indiana - Codes Enforcement Division, Department of Fire Prevention & Building Services, 402 West Washington St., Room W-246, Indianapolis, IN 46204

Iowa - Iowa State Building Code Bureau, Department of Public Safety, Wallace State Office Building, Des Moines, IA 50319-0047

Kentucky - Manufactured Housing Division, Department of Housing, Building and Construction, 1047 U.S. 127 South Building, Frankfort, KY 40601

Louisiana - Manufactured Housing Division, State Fire Marshal's Office, 5150 Florida Boulevard, Baton Rouge, LA 70806

Maine - Manufactured Housing Board, Department of Professional and Financial Regulation, State House Station 35, Augusta, ME 04333

Maryland - Department of Housing and Community Development, Maryland Code Administration, 100 Community Place, Crownsville, MD 21032-2023

Michigan - Manufactured Housing and Land Resources Division, Corporation and Securities Bureau, PO Box 30222, Lansing, MI 48909

Minnesota - Manufactured Housing Structures Section, Building Codes and Standards Division, Department of Administration, 408 Metro Square Building, St. Paul, MN 55101

Mississippi - Mobile Home Inspection Division, Office of the Fire Marshal, PO Box 22542, Jackson, MS 39205-2542

Missouri - Dept. of Manufactured Housing, R.V. & Modular Units, Public Service Commission, PO Box 360, Jefferson City, MO 65102

Nebraska - Division of Housing and Recreational Vehicles, Department of Health, PO Box 95007, Lincoln, NE 68509-5007

Nevada - Nevada Department of Commerce, Manufactured Housing Division, 2601 E. Sahara Avenue, Suite 259, Las Vegas, NV 89104

New Jersey - Division of Housing and Development, Bureau of Code Services, 3131 Princeton Pike - CN 816, Trenton, NJ 08625-0816

New Mexico - Manufactured Housing Division, Regulation & Licensing Department, 725 St. Michael's Drive, PO Box 25101, Santa Fe, NM 87504

New York - Housing & Building Codes Bureau, Division of Housing and Community Renewal, One Fordham Plaza, Room S-356, Bronx, NY, 10458

North Carolina - Manufactured Housing Division, Department of Insurance, PO Box 26387, Raleigh, NC 27611

Oregon - Building Codes Division, Department of Consumer and Business Services, 1535 Edgewater Drive, N.W., Salem, OR 97310

Pennsylvania - Division of Manufactured Housing, Department of Community Affairs, Forum Building #376, Harrisburg, PA 17120

Rhode Island - Building Code Commission, Department of Administration, One Capitol Hill, Providence, RI 02908-5859

South Carolina - SC Department of Labor, Licensing & Regulation, Building & Related Services, 3600 Forest Drive, PO Box 11329, Columbia, SC 29211-1329

South Dakota - Commercial Inspection and Regulation Division, Department of Commerce and Regulation, 118 West Capitol Avenue, Pierre, SD 57501-5070

Tennessee - Manufactured Housing Section, Division of Fire Prevention, Third Floor, 500 James Robertson Parkway, Nashville, TN 37243-1160

Texas - Manufactured Housing Division, Department of Licensing and Regulations, Box 12157, Capitol Station, Austin, TX 78711

Utah - Division of Occupational and Professional Licensing, Department of Commerce, PO Box 45805, Salt Lake City, UT 84145-0805

Virginia - Manufactured Housing Office, Dept. of Housing & Community Development, Jackson Center, 501 N. Second St., Richmond, VA 23219-1321

Washington - Office Of Manufactured Housing, Dept. of Community Trade & Economic Development, PO Box 48300, 906 Columbia St. SW, Olympia, WA 98504-8300

West Virginia - West Virginia Division of Labor, 319 Building Three, Capitol Complex, Charleston, WV 25305

Wisconsin - Manufactured Homes, Safety & Building Division, PO Box 7969, Madison, WI 53707

SERVICE DIRECTORY

Local service contracts can save time and eliminate confusion during an emergency. For your convenience, we have provided the itemized list below. By filling in below the name, address and telephone number of each service representative, the information will be readily available when needed. Your Fuqua Homes dealers can help you develop this list. Your appliance instructions will also often include information about local service.

Your Fuqua Homes Dealer

Name _____
 Address _____
 Phone _____

Refrigerator Service	Dishwasher Service	Other Emergency Numbers
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Phone _____	Phone _____	Phone _____
Range Service	Air Conditioner Service	Name _____
Name _____	Name _____	Address _____
Phone _____	Phone _____	Electric Company
Furnace Service	Other Service Numbers	Name _____
Name _____	Name _____	Address _____
Address _____	Address _____	Phone _____
Phone _____	Phone _____	Water Company
Water Heater Service	LOCAL UTILITY COMPANIES	Name _____
Name _____	Gas Company	Address _____
Address _____	Name _____	Phone _____
Phone _____	Address _____	
Dryer Service	Phone _____	
Name _____	Fuel Oil Company	
Address _____	Name _____	
Phone _____	Address _____	
	Phone _____	

Fuqua Manufacturing Locations:

Fuqua Homes, Inc. - Bend Division
 P.O. Box 5579
 Bend, Oregon 97708 Phone: 541/382-4252

Fuqua Homes, Inc. - Boonville Division
 P.O. Box 354
 Boonville, Missouri 65233 Phone: 816/882-6581